

***Please note: New applications for PRD formations currently not being accepted. Acceptance will resume on September 1, 2006.***

**Step 1: Proponent Submits Request**

I have reviewed the website information about Permanent Road Divisions (PRDs), including the FAQs and formation flowchart. At this time, I would like to request a review by County staff for potential PRD formation for improvement/maintenance of \_\_\_\_\_NAME\_\_\_\_\_ road(s) located on Thomas Guide Map Page \_\_\_\_\_NUMBER\_\_\_\_\_, quadrant \_\_\_\_\_LETTER\_\_\_\_\_, \_\_\_\_\_NUMBER\_\_\_\_\_. The approximate total length of road needing improvement is \_\_\_\_\_NUMBER\_\_\_\_\_feet.

The road(s) proposed for improvement/maintenance directly connects to a publicly maintained road named \_\_\_\_\_. I understand that my request to form a PRD will only be considered if more than ten (10) parcels will benefit from the improvement and the existing road is at least twenty (20) feet wide. I also understand the formation process can take 12 to 18 months or more and should PRD formation be successful, the road(s) will be declared "public" and access to the public cannot be blocked, denied, or gated.

I have identified property owners willing to serve as members of the PRD road committee. Our committee chairperson will be:

Name

Address

Phone

Email

Our additional committee members will be (two minimum):

Name

Address

Phone

Email

Name

Address

Phone

Email

I understand that future communication from the County regarding this request will be directed to the road committee chairperson indicated above.

**Step 2: County Response to Request**

PRD formation staff visit the site and, in conjunction with the County's assessment engineer, develop a proposed boundary map identifying parcels that benefit from the proposed improvements.

The County sends to proponent by mail:

- Proposed boundary map
- Name and address listing of parcel owners appearing to benefit from the improvements
- Expression of Interest forms (unsigned)

The Expression of Interest forms - indicating preliminary support for the proposed PRD - must be signed by greater than 60% of property owners within the proposed district. Be advised that signing the Expression of Interest in no way obligates property owners, but merely indicates preliminary support for the concept of forming a PRD.

**Step 3: Proponent Submits Completed Documents**

Proponent submits by mail:

- Completed Expression of Interest forms containing signatures of greater than 60% of property owners within the proposed district.
- Marked-up boundary map: Portion of road(s) you wish to be improved/maintained and any additional parcels you feel would receive benefit (if not already included in the proposed boundary) should be delineated using a colored highlighter pen.

**Step 4: On-Site Meeting**

County staff, including PRD Project Manager, Road Maintenance Coordinator, and if needed Road Engineer schedule an on-site inspection and invite the proponent(s) to attend. A suggested work program and cost estimate is developed.

**Step 5: Proponent Receives Work Program Package**

The County sends to proponent by mail:

- Work program and cost estimate
- Benefit unit apportionment chart
- Spreadsheet with repayment schedule

**Step 6: Proponent Requests Property Owner's Meeting**

The next step is to hold a property owner's meeting where all owners of property within the proposed district are invited to attend. The purpose of the meetings is to explain the process of forming a PRD; to review and explain the work program and cost estimate; to explain the benefit unit apportionment; and to discuss and explain the project spreadsheet and repayment schedule.

County staff, including a PRD Formation Specialist and Road Maintenance Coordinator give a presentation. This is an opportunity for property owners to ask questions of County staff and interact with other property owners in the area.

At the end of meeting, the proponent is left with:

- Petition of Understanding and Support for Road Construction forms (unsigned)
- Public Road Certification forms (unsigned)

**Step 7: Proponent Submits Completed Petitions and Road Certifications**

Proponent submits by mail:

- Completed Petition of Understanding and Support for Road Construction containing signatures of greater than 60% of property owners within the proposed district. This petition includes the estimated cost of the project and loan amount which is going to be sought.
- Public Road Certification forms signed by at least five property owners. This certification declares the road has been open and freely used by the public for more than five years without objection.

**Step 8: County Proceeds with Steps to Form PRD**

The Assessment Engineer's Report is finalized and Board letters are prepared. Formation requires three Board of Supervisor hearings. Ballots are mailed to property owners after the first hearing and at least 45 days must pass. Public testimony is received at the second hearing. At the third and final hearing, ballots are counted. If at least 51% weighted vote approval, Board can approve PRD formation.